



CITY OF HAYWARD LIBRARY COMMISSION
Hayward Public Library
Administrative Office
835 C Street, Hayward

A G E N D A

Monday
June 20, 2005 - 7 PM
Library Commission Meeting

1. *Call to Order*

2. *Pledge of Allegiance*

3. *Roll Call*

4. *Minutes of Meeting of May 16, 2005*

5. *Public Comment*

The Library Commission welcomes public input. The first part of Library Commission Meetings is devoted to hearing comments from the public regarding general Commission business. Public Comment on specific agenda items may also be offered during the public input period. However, because of the Brown Act, the Commission cannot discuss or vote on any item raised by the public or any of its own members unless the item appears on the posted agenda. (Individual comments are set at a 3-minute time limit; comments on behalf of a group are set at a 5-minute time limit.)

6. *Friends of the Hayward Public Library Report*

This time is provided for the Library Commission Liaison of the Board of the Friends to report on the activities of that group.

7. *BALIS System Advisory Board (SAB) Report.* This time is provided for a report from the Bay Area Library and Information System SAB representative.

8. *Old Business*

Library Director Recruitment Update. The Library Commission will receive an update on the Library Director Recruitment process.

9. *New Business*

Presentation by the Acting Library Operations Manager. Judy Sander, Acting Library Operations Manager, will provide a presentation on Library Operations.

10. *Library Director's Report*

Report on the status of library activities and statistics including the areas of Administrative Services, Adult Services, Youth Services, Library Operations and the Literacy Program.

11. *Library Commission Report*

This time is provided for Commissioners to share information on Library activities in which they have been engaged or in which they will participate.

Annual Library Commission Dinner. The Library Commission will finalize plans for their Annual Dinner, scheduled for Thursday, July 14, 2005, 6:30 PM at Neumanali.

12. *City Council Liaison Report*

This time is provided for the City Council Liaison to share information on City matters that are of pertinence to the Library Commission.

13. *Agenda Building*

This time is provided for Commissioners to request items to be listed on the Library Commission Agenda for coming months.

14. *Meeting Evaluation*

This time is provided for Commission feedback regarding the meeting - noting procedures that were productive, identifying methods that could be adopted to improve effectiveness.

15. *Adjournment*



Assistance will be provided to those requiring accommodations for disabilities in compliance with the Americans with Disabilities Act of 1990. Please request the accommodation at least 48 hours in advance of the meeting by contacting Doug Moon at 510/881-7954 or by calling the TDD line for those with speech and hearing disabilities at 510/293-1590.

CITY OF HAYWARD
Minutes of the Library Commission Meeting
May 16, 2005 - 7 PM

Administrative Office
Hayward Public Library

1. **Call to Order**

The meeting of the Hayward Library Commission was called to order by Commission Chair Linda Bennett at 7:03 PM.

2. **Pledge of Allegiance**

Commissioners recited the Pledge of Allegiance.

3. **Attendance**

Commissioner	Attendance this Meeting	Present to Date Regular Meetings	Absent to Date Regular Meetings	Attendance Special Meetings
Linda Bennett	X	9	0	2
Lisa Brunner	X	8	1	2
William Burnside	X	7	2	2
Jessica Fields	X	7	2	2
Elsa Glines	X	8	1	2
Judy Harrison	0	6	1	1
Helen Wu	0	6	3	0

City Council Liaison: City Council Member Bill Quirk

Staff: Doug Moon, Acting Library Director
Linda Atwater, Administrative Secretary
Sherry Kumler, Youth Services Manager

Guest: Matt O'Brien, The Daily Review

4. **Approval of Minutes of Meetings of April 15, 2005 and April 18, 2005**

Board Action: It was moved and seconded (Glines/Burnside) to approve the minutes of the meeting of April 15, 2005 as submitted. Unanimously carried.

It was moved and seconded (Fields/Glines) to approve the minutes of the meeting of April 18, 2005 as submitted. Unanimously carried.

5. **Public Comment.** No Public Comment was offered.

The Commission changed the order of several items of business on the agenda, moving Item B under Old Business (Statement to City Council on Safety Issues) and the New Business Item (Presentation by the Youth Services Manager).

6. **Friends of the Hayward Public Library Report.** Doug Moon, Acting Library Director, provided the Friends of the Hayward Public Library Report. The Friends recently held their Annual Business Meeting. The agenda included a recap of the accomplishments of the past fiscal year, and presentation of the year end budget and auditor's report. The Friends earned over \$46,000 for the year. There is a balance of \$20,000 in the Project Legacy account, \$10,000 in an account for a Library Foundation, and \$7,000 in the New Main Library fund. There is an unencumbered balance of approximately \$50,000.

At this time, a guest to the meeting was welcomed, Matt O'Brien, a reporter with the Daily Review.

7. **Old Business**

- b. **Statement to City Council on Safety Issues.** Included in the Library Commission packet were copies of the Commission's Statement to the City Council on Safety Issues and the accompanying memo prepared by the City Manager. Commissioners were pleased with the information that was contained in the City Manager's memo, and were encouraged to learn that the Capital Improvement Budget contained a recommendation that \$60,000 be appropriated for improved lighting.
8. **City Council Liaison Report.** Council Member Quirk advised the Commission that the Budget Work Sessions are scheduled for May 24 and 26, 2005 in Room 2A of City Hall. The sessions begin at 4 PM with a budget overview and run until approximately 6 PM. Commissioners discussed attending the session and expressing their appreciation to the City Council for their consideration of the lighting issue.

9. **New Business**

Youth Services Presentation. Sherry Kumler, Youth Services Manager, provided an overview of the services provided by the Youth Services Division, including a demonstration of the game that is played by participants in the Summer Reading Game. This year's game is "**Magic Happens...When You Read!**" To complete the game, participants read at least 6 books and visit the library 6 times between June 11 and August 6, 2005. The Friends of the Library provided the funds to purchase the books that are awarded to the players as they achieve a "Bingo" on their game board.

The Student Friends provide valuable support to the Library, especially in the running of the Summer Reading Game. A number of programs are scheduled throughout the summer as part of the Summer Reading Game activities. The Friends have provided funding for a major portion of the programming and other expenses for the Summer Reading Game Program. Upon receipt of the program flyers from the printer, copies will be provided to the Commission. The programs include:

"**Max's Magical Misadventure,**" will be presented by the Youth Services staff as a kick off to the summer program schedule. **Magic Lessons**, presented by Magician "*Alan the Amazing*" teaches school age children magic tricks. Children will make crafts to take home in the **Magical Crafts Program**. "**Dana Smith and His Performing Dog Lacey**" features Dana Smith mixing juggling with his trick dog Lacey for a funny and full hearted romp of a show. A **Harry Potter Party** is scheduled in celebration of the latest book, *Harry Potter and Half Blood Prince*. **Mae Lin and the Magic Brush**, a Puppet Show by Randal Metz from Children's Fairyland brings this old Chinese folktale to life with his talented puppetry. The **Children's Chess Tournament** is so popular that participants

must sign up in advance. The tournament will be held at the Main Library on Saturday, July 30, 2005.

The Summer Reading Game ends on Saturday, August 6, 2005. Everyone who plays the game and completes 6 visits to the library between June 12 and August 7, 2005 will receive a party invitation as part of their prize package. The party will be held on Saturday, August 13, 2005.

The Youth Services Division consists of six employees. Youth Services Manager Sherry Kumler, Youth Services Librarian Richard Osorio, and Acting Lead Library Assistant Lisa Aguirre serve in full time assignments, while Young Adult Librarian Rob Spitzel, and Youth Services Librarians Mary Dlugosz and Sandy Fouts serve in part-time assignments.

The services provided by the Youth Services staff were highlighted and include reference and reader's advisory, class and school visits, storytimes, special programming activities, preparation of Teacher Loan Boxes, shelter storytimes and collection development.

At this time, the Library Commission returned to Old Business.

7. Old Business.

- a. **Library Director Recruitment.** Doug Moon, Acting Library Director, distributed copies of the professionally printed City of Hayward recruitment brochure. The deadline for the Library Director recruitment has been extended to May 27, 2005 and this is included in the brochure. Printed advertisements were included in *Western City* and the *Library Hotline* and distributed for Commission review. To date, there are 15 applicants, with approximately one-half from out-of-state. Typically, the last week before the filing deadline is when most of the applicants file their resume.

The Library Commission discussed their involvement in the interview process.

Board Action: It was moved and seconded (Fields/Burnside) to recommend that Commissioner Harrison serve on the interview panel for the position of Library Director, with Commissioner Glines and Commission Chair Bennett serving as alternates in the event of scheduling conflicts. Unanimously carried.

10. **Library Director's Report.** The Acting Library Director, Doug Moon, highlighted the events of National Library Week, April 10-16, 2005. He displayed a copy of the bustail which appeared on over 175 buses in the transit systems in the Tri-Valley, Contra Costa County, and San Francisco areas. The Southland display board featured a National Library Week graphic for three weeks. The film clip (15 seconds in length) which appeared on 130+ movie screens was viewed by the Commission. It was produced by BAYVAC, a San Francisco based youth organization of future film makers. The focus of the National Library Week program this year was to reach teens. The Hayward Public Library offered two programs during National Library Week, *Ace Miles*, *Magician*, *Ventriloquist*, *Juggler and Pirate*, and the *"What's Up Big Band."*

The Acting Library Director distributed a statistical report prepared by the Systems Manager, Bennett Jacobstein. The report compared statistics for circulation, gate count, information transactions, and school/class visits during the time period of July 2003

through April 2004 (open 56 hours per week) and July 2004 through April 2005 (open 48 hours per week). The report shows very little decrease in the circulation and gate counts, and a drop in information transactions, which is attributable to the loss of evening hours. The number of school visits has increased, with staff making more school visits as it is difficult for the schools to make trips to the library.

Two of the Library's long term librarians are leaving, with Adult Services Librarian Denise Evans retiring in June and Youth Services Librarian Mary Dlugosz moving from the area. Both positions will be filled.

11. Library Commission Report.

- a. **Discussion of the Commonwealth Club panel on "Libraries in the 21st Century - Do We Really Need Them."** Commissioners received copies of the notes prepared by Commissioner Harrison, who attended the forum that was sponsored by the Commonwealth Club on Friday, April 15, 2005, on the topic of "Libraries in the 21st Century, Do We Really Need Them?" Commissioners appreciated having the information and suggested that points in its content may be useful in future communications with the City Council.
- b. **Annual Library Commission Dinner.** The Library Commission discussed possible dates and locations for its Annual Dinner. The event has been tentatively scheduled for 6:30 PM on Thursday, July 14, 2005 at Neumanali on B Street in Hayward. Menu selections were considered. Staff will extend invitation to the Mayor and City Manager.

12. Agenda Building

Commissioners offered the following items for inclusion on upcoming Library Commission Agendas:

Report on Library Operations by Judy Sander, Acting Library Operations Manager

BALIS System Advisory Board (SAB) report

Budget Update

Library Director Recruitment Update

Reference Services / What types of questions are asked and where are the answers found?

- 13. Meeting Evaluation.** Commissioners appreciated the presentation on Youth Services conducted by Sherry Kumler, Youth Services Manager. Commissioner Fields offered comments on the importance of the services that are provided by the Youth Services Division and her personal experience with families who bring their children to the various storytimes and programs offered by the Library. Commissioner Glines appreciated the Library's City Council Liaison, Council Member Bill Quirk, for keeping the Commission informed on pertinent matters.

- 14. Adjournment.** Library Commission Chair Bennett adjourned the meeting at 8:42 PM.